

## How to Calculate Average Daily Attendance

Our office has received many questions about how to calculate the Average Daily Attendance (ADA) on the Report and Claim for Reimbursement. These steps should be followed:

Step 1: At the end of each day, determine the number of different participants who attended the center that day. This information is recorded on the Attendance Records and the total is reported on the Record of Meals Served (Form17-9/Form17-10) in the Total Daily Attendance column as well.

Step 2: At the end of the reporting month, add the daily attendance totals. This figure is your total monthly attendance.

Step 3: To determine the ADA, divide the total monthly attendance by the number of serving days in the month.

The following is an example of a sample worksheet for calculating ADA:

| Date    | Daily Attendance |
|---------|------------------|
| Jan. 3  | 25               |
| Jan. 4  | 30               |
| Jan. 5  | 35               |
| Jan. 6  | 28               |
| Jan. 9  | 27               |
| Jan. 10 | 36               |
| Jan. 11 | 42               |
| Jan. 12 | 23               |
| Jan. 13 | 21               |
| Jan. 16 | 38               |
| Jan. 17 | 36               |
| Jan. 18 | 45               |
| Jan. 19 | 29               |
| Jan. 20 | 33               |
| Jan. 23 | 41               |
| Jan. 24 | 38               |
| Jan. 25 | 40               |
| Jan. 26 | 31               |
| Jan.27  | 22               |
| Jan.30  | 35               |
| Jan.31  | 25               |

Total Monthly Attendance = 680  
Divided by Days Served      21  
ADA = 32.38

**Always round up to the nearest whole number when calculating ADA.  
In the example above, 32.38 = 33.**